

**UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF CALIFORNIA
CJA EX PARTE TRAVEL REQUEST & ORDER**

Case Name: _____ v. _____

Case Number: _____

Name of Traveler: _____ Attorney Expert

Address of Traveler: _____

Dates of Travel: _____

Destination From: _____ To: _____

Airport if different from destination _____

Purpose of Travel: *Brief explanation as to the necessity for travel, how the purpose of the trip is relevant to the facts of the case, and why the number days of travel are required.*

Expense Summary:

The following information is a summary of travel expenses to be incurred. The court will not normally reimburse expenses in excess of the government per diem rate. Please check the per diem rate for the destination and verify airfare, hotel and rental car rates before submitting the travel request. For current per diem rates for the locale being visited, check the GSA website, <http://www.gsa.gov/portal/content/104877>.

Description	Number of Days	Total	CJA Unit Use
Per Diem Rate for Destination			
_____ Lodging	_____ Days	\$ _____	
_____ Meals (MI&E)			
_____ Per Diem Total			
One Day or Last Day of Travel (Meals only)	1 Day	\$ _____	
Airline Fare (Contact National Travel at 1-800-445-0668)	N/A	\$ _____	
Transaction (Agent) Fee (Enter \$28.85 Domestic, \$34.00 International)		\$ _____	
Rental Car - Daily Rate: _____	_____ Days	\$ _____	
Miscellaneous: Taxi, Shuttles, Tolls	N/A	\$ _____	
TOTAL		\$ _____	

Submitted By: _____ Date: _____

Attorney Name: _____ Email: _____

Telephone: _____ Fax Number: _____

The above estimated travel request is: APPROVED DENIED (See attached memo)

DATE

Diana Weiss, CJA Supervising Attorney

**United States District Court
Northern District of California
CRIMINAL JUSTICE ACT UNIT**

450 Golden Gate Avenue
San Francisco, CA 94102
cja@cand.uscourts.gov

Diana Weiss, CJA Supervising Attorney
Sonya Gueretta, Financial Specialist
Linda Ng, Financial Specialist

**CJA Ex Parte Travel Request and Order
Information**

APPROVAL MUST BE OBTAINED PRIOR TO TRAVEL

- Download and fill in the Travel Request and Order from the court's website www.cand.uscourts.gov under the CJA/Travel Information/Travel Request & Order/Attorney tab.
- Contact National Travel (NT) at 1-800-445-0668, 24/7, to reserve your airline ticket at the government rate. National Travel will give you the cost that you should fill in on the Travel Request and Order form under Airline Fare. *If National Travel is not used to obtain your airline ticket, reimbursement is limited to the authorized government rate.*
- You can also obtain car rental reservations through National Travel. They will give you the cost to fill in on the Travel Request and Order form under Rental Car/Daily Rate.
- To obtain the per diem rate for a certain destination for daily lodging and meals, please visit the court's website www.cand.uscourts.gov under CJA/Travel Information/Government Per Diem Rates. Click on the map for your travel destination. (If neither the city nor the county is listed on the per diem listing, it is considered a standard CONUS destination and the daily per diem rate will be \$99.00.) The per diem rate should be filled in on the Travel Request and Order form under Per Diem Rate for Destination along with the number of days.
- Complete the Travel Request and Order form with all other information and e-mail the completed Travel Request and Order to CJA@cand.uscourts.gov
This PDF form is best viewed with Acrobat 7. With the free Acrobat Reader you can view, search, fill in the interactive form. With the purchase of Acrobat 8 Standard or Professional, you can also save the file.
- Once the Travel Request and Order has been approved, the CJA Unit will e-mail the order and additional information to the CJA Attorney. The CJA Unit will also e-mail the approved order to National Travel. Once you receive the approved order, you should promptly contact National Travel to finalize your travel arrangements.
- For foreign travel rates, contact the CJA Unit for assistance.